

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Finance Treasury Services 2200 Peachtree Summit Bldg. 401 W. Peachtree Street Atlanta, Georgia 30365		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAY 17 1983 JUN 1 1983 83-840 JUN 7 1983	
4. Person to Contact Jean Wakefield/Rae Lipsitz		5. Working Title Asst. Treasurer/Secretary	6. Telephone Number 586-5067
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest Latest 1972 Present	9. Records Series Title (followed by title used in office, if different) Sales Tax Revenue Series		
10. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Treasury Services is responsible for the receipts, investment, and disbursement of all funds for maintaining integrity of financial assets and accounts and for maintaining banking relationships. The specified responsibilities are to maintain effective internal control procedures to safeguard cash and other assets, ensures an adequate level of funds availability to meet current and planned obligations, ensures all funds disbursements are made in a timely manner and bear proper signature and endorsements; administrate's the Authority's investment portfolio to maximize yield, assists in the development and administration of the Authority's Bond Program, coordinates the design, development, and implementation of the Authority's Fare Collection System. Administrates the Authority's Bus and Rail Fare Collection System, and to administer the Authority's Transcard Program revenues.			
11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the receipt and analysis of revenue from the one percent MARTA sales tax levied in Fulton and DeKalb counties. Included are: Georgia Revenue Department analyses of annual and monthly sales tax receipts; comparative statements of collected revenues on a monthly basis; county summary reports of monthly sales tax receipts; and letters from the State Revenue Department to MARTA indicating MARTA sales tax collections each month. File is arranged: by fiscal year, by month, by subject			
12. Monthly Reference Rate How often are records referred to which are: One to six months old 15 ; Seven to twelve months old 12 ; Thirteen to twenty-four months old 8 ; twenty-five months and older 3 ?			
13. Annual Rate of Accumulation of Records Letter-size drawers 3/4 ; Legal-size drawers ; Shelves ; Other (specify)			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

15. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>4</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Per discussion with AGM/Friore, these records must be retained indefinitely. Revised per agreement on 5/25/83 after reconsideration requested by the State Archives Dept. To 4 years from May Hall 5/2/88

16. Approved Disposition Instructions This agency recommends that the series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) 1 year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☒ Transfer to State Records Center; hold 3 year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS					
Approved	Department Records Management Officer	Date	Approved	Legal Counsel	Date
	<u>Regina H. Finkler</u>	<u>4/19/83</u>		<u>Brenda K. Pellard</u>	<u>4/25/83</u>
Approved	Division Head/Designee	Date	Approved	Division of Audit	Date
	<u>John R. Young</u>	<u>4/20/83</u>		<u>[Signature]</u>	<u>4/29/83</u>
Approved	Department Head/Designee	Date	Approved	Department of Archives and History	Date
	<u>[Signature]</u>	<u>4/21/83</u>		<u>Edmund Weed</u>	<u>6/6/83</u>
Approved	Records Management Analyst	Date	Approved	MARTA Management Advisory Committee	Date
	<u>Regina H. Finkler</u>	<u>4/21/83</u>			